
1. **Establish Search Committee. Include at least one TGM.**
2. **Finalize advertisement. Include complete equity statement.**
3. **Send ad for publication. Send copy to EEO, MUNFA, VP Academic, SWGC.**
4. **Send list of Search Committee members to EEO. Indicate TGM.**
5. **EEO prepares equity survey and sends to academic unit.**
6. **Academic unit sends out web link (to self-id survey) via email to every applicant. OR Paper copies and alternative formats (ie: Braille) available on request.**
7. **Deadline for receipt of applications passes.**

**If at least one applicant self-identifies as a TGM:**

- **EEO provides self-id information & equity statistics to Administrative Head.**
- **Search Committee Chair completes the JEC (Short-list Review Procedure) Form.**
- **Search Committee uses equity information to confirm the preliminary short-list.**
- **Proceed with interviews following JEC review.**
- **Search Committee's Recommendation:** Should give preference in rank order to underrepresented TG candidates when the qualifications of TG and non-TG candidates are substantially equal and meet the criteria for the appointment.

**If none of the applicants self-identify as a TGM:**

- **EEO compiles self-id data.**
- **Administrative Head forwards information to Search Committee.**
- **JEC meets within five business days to review the file.**
- **JEC sends its advice, or a request for more information, to the Administrative Head.**
- **Proceed without any further involvement from JEC.**

**Recommendation from Administration:** For those underrepresented TGM's who are short-listed, the Administrative Head shall not lower their place of preference, **unless:**
1. The qualifications of the candidates are not substantially equal; and/or
2. One or more of the candidates do not meet the criteria in question.

**VPA office to notify the EEO of the successful candidate.**

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**TGM** = Target Group Member (defined by the Employment Equity Act as a woman, an aboriginal person, a visible minority, or a person with a disability)
**EEO** = Employment Equity Officer
**JEC** = Joint Equity Committee

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